

## CALIFORNIA ARTS COUNCIL GRANT INVOICE INSTRUCTIONS

CAC-545 is used to request payments for CAC grants. **NOTE: Before using, please reproduce this form for future invoicing purposes.**

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### PART A - GRANT INFORMATION

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Complete all lines. Under Grant Period enter the agreement dates in this format: "mm/dd/yyyy to mm/dd/yyyy."  
Check the type of request for which you are invoicing.

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### PART B - 45% ADVANCE PAYMENT

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Complete Part B if you are requesting an advance payment of 45% of the grant award. To calculate your payment amount, multiply your grant award amount by 45%.

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### PART C - 45% INTERIM PAYMENT:

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Complete Part C if you are requesting an interim payment of 45% and have completed a brief report as outlined in Exhibit D; Appendix A of the Grant Agreement. To calculate your payment amount, multiply your grant award amount by 45%.

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### PART D - 10% FINAL PAYMENT

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Complete Part D if you have done **ALL of the following**:

1. Completed the scope of work found in Exhibit A of the Standard Agreement
2. Submitted the CAC/NEA Grants Activity Survey
3. Submitted the Final Report

(Reporting requirements are outlined in the *Grant Agreement Special Terms and Conditions (Exhibit D)*,  
*Program and Reporting Requirements (Exhibit D; Appendix A.)*)

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### CERTIFICATION

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Original signature is required. Please do not use a black ink pen when signing. Photocopies will be returned. If phone number space is not completed, questions on invoice will be returned in writing. This will cause delays in processing your payment.

**MAIL ADVANCE PAYMENT INVOICE (WITH YOUR SIGNED GRANT AGREEMENT AND ALL OTHER REQUIRED FORMS) TO:**

CALIFORNIA ARTS COUNCIL  
CONTRACT ADMINISTRATOR  
1300 I STREET, SUITE 930  
SACRAMENTO, CA 95814

**MAIL FINAL PAYMENT INVOICE TO:**

CALIFORNIA ARTS COUNCIL  
ATTN: **(include CAC project manager's name here)**  
1300 I STREET, SUITE 930  
SACRAMENTO, CA 95814

IF YOU HAVE QUESTIONS ABOUT HOW TO COMPLETE THIS FORM CALL YOUR GRANT PROJECT MANAGER  
OR THE ACCOUNTING OFFICE AT (916) 322-6371.